



CLAIMS FOR QUARTERS/BARRACKS THEFT

To substantiate a claim for loss of personal property due to larceny in your quarters/barracks, you must report the incident to the Military Police and/or your unit. You must authorize the MP's to release a copy of the report to the claims office in order to process your claim. In order to gain access to your police report, you will have to file a Freedom of Information Act (FOIA) request through the post FOIA officer, Ms. Valerie Florez at 270-798-2469.

You must submit the following documents:

- **DD Form 1842** and **DD Form 1844**. An original signature is required on DD Form 1842.
- **Substantiation:** Receipts, bill of sale, owner's manuals, pictures, or any other substantiation to show you had those items.
- **A copy of your Unit Security SOP** and a **High Dollar Value Item Sheet**.
- You will need a **SWORN STATEMENT** from your **CMDR or 1SG** that answers the following questions:
 1. Was the incident reported to you? Did the unit take necessary action to report it to the Military Police?
 2. How was entry gained? Were there signs of forced entry?
 3. If the door, window, etc was unserviceable, did the unit request a work order to have it repaired? Provide date of request and work order.
 4. Did the SM comply with the unit security SOP?
 5. Did the SM take enough precautions to safeguard his/her property?
 6. In your opinion, should the claim be paid?